



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA**

www.gand.uscourts.gov

POSITION: Chief Deputy Clerk (Type II)

LOCATION: Atlanta, Georgia

SALARY RANGE: JSP 16 (\$142,184 - \$168,700)

Placement in the range depends upon qualifications,
experience, education, and salary history.

OPENING DATE: March 4, 2015

CLOSING DATE: April 6, 2015, or until the position is filled.

The United States District Court for the Northern District of Georgia is seeking highly qualified candidates for the executive-level position of **Chief Deputy Clerk (Type II)**. The Chief Deputy Clerk is one of two Type II Chief Deputy Clerks who report directly to the District Court Executive/Clerk of Court. The incumbent of this position serves as the principal assistant to the District Court Executive/Clerk of Court for matters related to supervision, planning and management of the operations of the Clerk's Office, and acts for the District Court Executive/Clerk of Court in his absence. Among other duties, the Chief Deputy Clerk is principally responsible for the efficient delivery of the following types of services: automation, case administration including electronic case filing and case management, courtroom services, case intake, records management, statistical reporting, quality control, jury operations, and financial activities to include budgetary management.

The Chief Deputy Clerk will exercise broad responsibility for assigned areas, routinely interacting with the court, the bar, Assistant Circuit Executives, various divisions within the Administrative Office of the United States Courts, and other federal agencies such as the United States Attorney's Office. Duties include the day-to-day management of assigned functional areas; project development and management; enforcement and development of appropriate policies, plans, and procedures; supervision and mentoring of supervisors and staff; budget projection, development, and execution; and other duties as assigned.

MANDATORY QUALIFICATIONS: An undergraduate degree from a college or university of recognized standing and a minimum of ten years experience; four years general experience and six years specialized experience (described below). At least five years of the experience must have been in a position with substantial senior management responsibility. Some educational substitutions may apply.

General Experience: Progressively responsible positions reflecting successful performance of increasingly complex duties over broader areas of responsibility. Career path should reflect opportunities at progressively higher levels to learn and apply management and business practices; administrative processes and procedures; interpersonal and group performance dynamics; and organization values.

Specialized Experience: Successful performance in supervisory, managerial, or professional positions which required a thorough knowledge of the basic concepts, principles, policies and theories of management.

HIGHLY PREFERRED QUALIFICATIONS: A law degree from an ABA accredited law school is highly preferred. A graduate degree from an accredited university in a field such as business or public administration, political science, criminal justice, law, management, or other related academic disciplines combined with substantial court administration experience may be substituted.

DESIRABLE QUALIFICATIONS: Knowledge of and progressively responsible experience in court or legal management in such areas as case management, financial management, and/or statistical analysis. Experience in the Federal court environment is advantageous. Experience in a legal field which required knowledge, interpretation, and application of Federal Rules of Civil and Criminal Procedure and/or federal statutes is highly desired. Demonstrated excellence in written and oral communications and strong interpersonal and analytical skills are essential. (Incumbent will be responsible for the drafting, revising, interpreting, and applying of statutes, reference manuals, policies, and similar publications.) The successful candidate must have strong leadership qualities and initiative, and be able to manage change and articulate management priorities. An ability to identify and resolve problems, work effectively with both individuals and teams, and interact courteously and professionally with high-level officials is also essential. Person selected will be required to balance the demands of varying workload responsibilities and time sensitive deadlines.

NOTICE TO APPLICANTS: Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. As a condition of employment, the selected candidate must successfully complete a ten-year background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one. Any position offer will be considered provisional until a full suitability determination can be made. Employees of the United States District Court serve a one-year probationary period. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicant must be a United States Citizen or eligible to work in the United States.

The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

ABOUT THE COURT: The United States District Court currently employs 203 staff members in four offices, with eleven active judgeships, six senior judges, and nine full-time magistrate judges. The Court has its main office in Atlanta with division offices in Rome, Newnan, and Gainesville. The Northern District of Georgia serves 46 counties in the northwestern part of the state.

BENEFITS:

- ~Accrual of paid vacation and sick leave days, based on length of service, and ten paid holidays each year.
- ~Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit).
- ~Available group life insurance and long term care insurance.
- ~Public Transportation Subsidy.
- ~Participation in the Federal Employees Retirement System (FERS).
- ~Thrift Savings Plan (with employer matching a percentage of employee's contribution).

APPLICATION PROCESS: To apply for this position, qualified applicants should submit the following documents: 1) an application for Judicial Branch Federal Employment, Form AO 78, linked here: <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>; 2) a cover letter addressing qualifications, relevant experience, and management style or philosophy; 3) a chronological resume including education, employment and salary history, management experience, the number and composition of personnel supervised, and the reason for leaving each position. Completed package should be submitted electronically to HR_GAND@gand.uscourts.gov or via mail to: **United States District Court, Attn: Human Resources Manager, Vacancy #15-12, 75 Spring Street, SW, Room 2013, Atlanta, GA 30303-3309**. The closing date for receipt of applications is April 6, 2015, or until the position is filled. All applicants will be screened to identify the best qualified and suitable candidate. Only the best qualified candidates will be invited for a personal interview. Interview and relocation expenses are not reimbursable.